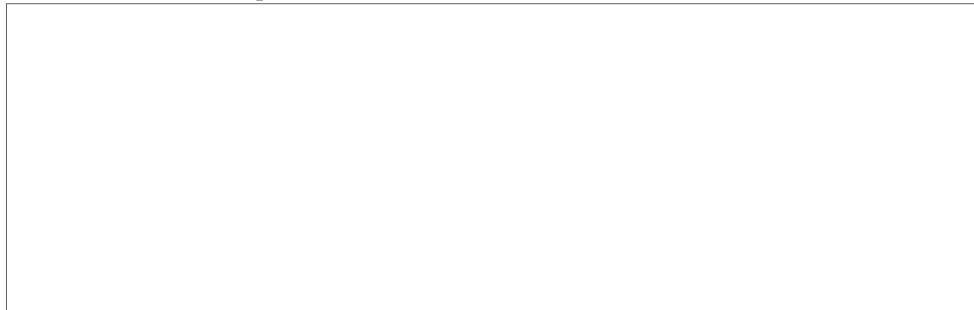


18 JUL 1980

MEMORANDUM FOR: Deputy Director for Administration
FROM: [redacted]
Chief, Information Services Staff
SUBJECT: ISS Weekly Report (10-16 July 1980)

Regulations Control Division

RCD processed 53 regulatory issuances during the reporting period. Included were the following items which may be of general interest:



RCD briefed a representative of OPPPM on RCD's filing system and procedures used to control the flow of regulatory issuances. OPPPM may adopt this system for their own use.

Classification Review Division

CRD has begun the first review of inter-departmental holdings. The first group of records is the Joint Army Navy Intelligence Studies (JANIS) reports and history. The Department of Defense has agreed that CIA may review these documents without need of referral, only informing DOD of our actions when the job is completed.

CRD and DDO representatives met to discuss the possible rewriting of the instruction to NARS regarding the protection of names appearing in OSS material accessioned to NARS. NARS feels it is impossible to check with every individual named in OSS records before releasing the person's name. DDO is concerned about the American citizen's right to privacy. After the meeting OGC was contacted [redacted] informally advised that information concerning a person acting in an official capacity can be released without reference to the individual unless it is personally derogatory to the point of denigrating the person's character. Any new guidance drafted by the DDO will be coordinated with CRD and RMD.

CRD processed approximately 18,000 pages of material during this period.

Records Management Division

RMD is conducting a study of FOIA officers', systematic reviewers', and records managers' needs that can be served by the IPD automated system DECAL. The DECAL system will be transferred from the OCR/AEGIS system to ODP/GIMS II system.

RMD has begun initial analysis to determine the nature and distribution of audiovisual material among Agency components. The scheduling of nontextual records was reported as a major unresolved problem in the FY 1979 Report to Congress on the Records Disposition Activities of the Federal Government by NARS.

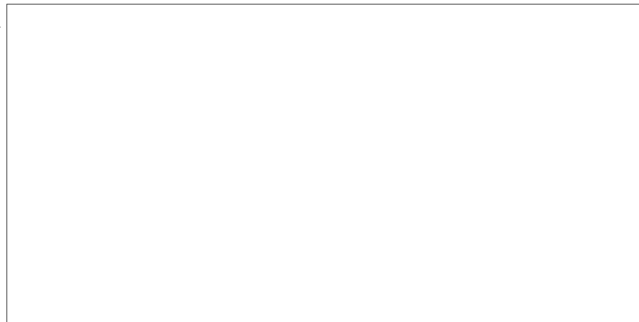
The Cable Reference File was reduced to a two-year holding on 14 July 1980 upon expiration of the 60-day waiting period for SSCI approval.

A report was submitted to the APEX Steering Group concluding that a single interagency receipt form for APEX documents and packages is not feasible at this time.

Information and Privacy Division

A separate report is attached.

Attachment



ADMINISTRATIVE INTERNAL USE ONLY

17 July 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (10-16 July)

1. The Week in Review

	<u>10-16 Jul</u>	<u>1980 Weekly Average</u>
a. New cases logged	47	61.8
b. Cases closed	81	54.3
c. New appeals logged	1	2.0
d. Appeals closed	4	2.9
e. Manpower (man-weeks)	115.9	122.2

2. Current Backlogs

- a. Initial requests - 2856
- b. Appeals - 392

3. Spotlighted Requests

ADMINISTRATIVE INTERNAL USE ONLY

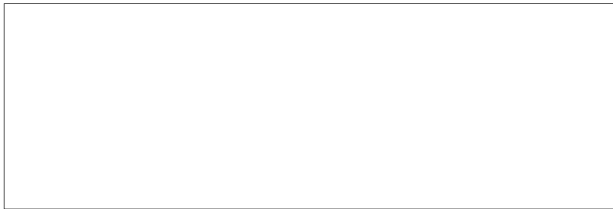
Page Denied

ADMINISTRATIVE INTERNAL USE ONLY5. Analysis

Manpower figures, by major component, for the first half of CY 1980 are given below. We have been devoting, thus far, the equivalent of approximately 140 full-time workers to implementing the FOIA, PA, and EO mandatory review. The DDO, in particular, has greatly increased the manpower resources allocated to these programs.

<u>Component</u>	<u>Clerical</u>		<u>Professional</u>		<u>Total (% of Total)</u>	
	<u>FOIA/EO</u>	<u>PA</u>	<u>FOIA/EO</u>	<u>PA</u>		
DCI/ICS	4,291	1,882	9,471	3,112	18,756	(16.5)
DDA	8,258.5	6,369.5	7,708	6,217	28,553	(25.1)
DDO	8,732	5,876	28,939	17,173	60,720	(53.5)
NFAC	679.5	468.5	2,134	799	4,081	(3.6)
DDS&T	130	33	1,200	96	1,459	(1.3)
Total:	22,091	14,629	49,452	27,397	113,569	

STAT

**ADMINISTRATIVE INTERNAL USE ONLY**

ADMINISTRATIVE INTERNAL USE ONLY

STAT

IPD, cb 17 July 1980

Distribution:

Orig. & 2 Addressee

- 1 - DCI
- 1 - DDCI
- 1 - D/NFAC
- 1 - DDO
- 1 - DDS&T
- 1 - D/PA
- 1 - Comptroller
- 1 - IG
- 1 - OGC
- 1 - OLC
- 1 - OP
- 1 - OL
- 1 - C/IMS
- 1 - DDO/IRO
- 26 - DDO/IMS
- 1 - IRG/OS
- 1 - NFAC/FIO
- 1 - C/ISS
- 1 - IC Staff/FIO
- 1 - IPD Subject
- 1 - IPD Chrono
- 1 - IPD Reading Board

STAT

STAT

ADMINISTRATIVE INTERNAL USE ONLY